



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

Everyone's Smart University

Project (Spring 2021)

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Section

Master

Date

Thursday

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Course Code

(PMG506)

Advanced project Management

Instructions:

- آخر موعد للتسليم هو يوم الخميس 2021-05-20 في تمام الساعة ٩ مساءً.
- الإجابة متاحة باللغة الإنجليزية أو اللغة العربية مع مراعاة أن تكون المصطلحات العلمية باللغة الإنجليزية.
- يتم تسليم المشروع في صيغة ملف . pdf مع الالتزام نموذج الجامعة ولن تقبل أي مستندات أخرى.
- يجب مراعاة أقسام البحث الرئيسية (مقدمة Introduction، دراسات علمية سابقة Literature Review، طريقة البحث Methodology، النتائج والمناقشة Results and Discussion، وأخيراً المراجع References . وإن كان هناك ملحقات Appendices يتم إضافتها)
- يجب الالتزام بـ Theme موحد كما يلي:
- حجم الخط 12.
- نوع الخط Arial.
- لون الخط أسود.
- المسافة بين الأسطر 1.5 line spacing
- عدد صفحات البحث (لا يقل عن ثلاث صفحات ولا يزيد عن ست صفحات).

Instructor's Name: Eng. Amaal Aburumman

Project:

You are required to document your role in administering a project. The project may be set in a business, social, sporting, or family environment but must be of a significant size and scale. If you do not have an actual project to write about you may complete the project hypothetically. **This report will be between three to six pages in length.** This is a significant research project.

Your report must address each of the following issues:

1. Identify and describe the purpose, scope, and objectives of the project. **Display this information using an appropriate tool.**
2. Describe how the team is given an outline of the project.
3. Describe the strategies that are going to be set up to maintain communication with the team members.
4. Describe the tools that are going to be used to monitor the goals, time frames or milestones.
5. Identify project milestones and activities. **Display this information using an appropriate tool.**
6. Create a budget and link the costs to the key milestones for a project.
7. Describe how you are going to divide tasks and resources amongst a project team. **Display this information using an appropriate tool.**
8. Briefly describe how the progress will be monitored.
9. How are current project records maintained? Who has responsibility for this? provide some recommendations on how this process could be improved.
10. Describe the current procedure for finalizing projects. Create your own procedure and identify how you will evaluate the success of the project.
11. Legislation that may affect the project including health and safety, and anti-discrimination legislation.

Best of luck...

المشروع:

مطلوب منك توثيق دورك في إدارة مشروع. قد يتم تعيين المشروع في بيئة تجارية أو اجتماعية أو رياضية أو عائلية ولكن يجب أن يكون بحجم مناسب. إذا لم يكن لديك مشروع فعلي لتكتب عنه ، فيمكنك إكمال المشروع افتراضياً. سيتمكنون هذا التقرير من ثلاث إلى ست صفحات .

يجب أن يعالج تقريرك كل من القضايا التالية:

1. تحديد ووصف الغرض والنطاق والأهداف من المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
2. صف كيف يتم إعطاء الفريق مخططاً تفصيلياً للمشروع.
3. وصف الاستراتيجيات التي سيتم وضعها للحفاظ على التواصل مع أعضاء الفريق.
4. صف الأدوات التي سيتم استخدامها لرصد الأهداف أو الأطر الزمنية أو المعالم.
5. تحديد معالم المشروع والأنشطة. اعرض هذه المعلومات باستخدام أداة مناسبة.
6. إنشاء ميزانية وربط التكاليف بالمعالم الرئيسية للمشروع.
7. صف كيف ستقوم بتقسيم المهام والموارد بين فريق المشروع. اعرض هذه المعلومات باستخدام أداة مناسبة.
8. صف بإيجاز كيف سيتم رصد التقدم.
9. كيف يتم الاحتفاظ بسجلات المشروع الحالية؟ من المسؤول عن هذا؟ تقديم بعض التوصيات حول كيفية تحسين هذه العملية.
10. وصف الإجراء الحالي لإنهاء المشاريع. قم بإنشاء الإجراء الخاص بك وحدد كيفية تقييم نجاح المشروع.
11. التشريعات التي قد تؤثر على المشروع بما في ذلك الصحة والسلامة ، وتشريعات مكافحة التمييز.

مع تمنياتي بالتوفيق..

Planning and Organizing A Charity Sports Event

Over the years, sports have served as a symbol for health given that athletes participate in various events in good physical health. This form of entertainment brings together people from all walks of life. Therefore, they can also be used to create environmental impacts (Schmidt, 2012). In this project, I propose to organize a charity sports event to raise awareness about environmental protection. The majority of people that participate in sports are young people. Moreover, the youthful population is the demographic group likely to bear the greatest impact of environmental destruction and climate change in the future. Therefore, the purpose of the proposed project is to raise awareness among young people about ways in which sports and other activities degrade the environment (Schmidt, 2012). The project will also serve as a public awareness campaign that will focus on raising awareness about environmental and climate protection to stimulate enhanced response towards preserving the local environment. In terms of scope, the project will be rolled out in my local area and will involve all young people aged below 25 years.

I will serve as the chair of the organizing committee that will be in charge of planning for the event. Its responsibilities will include budgeting, scheduling of games, and selecting the preferred site for the event. Moreover, it will acquire the necessary permits, arrange for security, select and invite speakers and entertainers, and coordinate other activities including transportation and parking. Each committee member will be assigned to a specific task. They will then come up with teams to help them carry out the roles assigned to them. The committee members will be responsible for sharing the outline of the project with their respective teams.

Many methods of communication exist available today. The project committee will select the most effective method to suit the situation and maximize returns. Face-to-face

communication will be used during committee meetings. Emails and SMS will be utilized to communicate about progress. Each member will also make presentations to inform the rest of the committee of their plans and the level of preparation of their teams in performing the assigned roles. To maintain communication, the organizing committee will require each individual to provide timely communication that is clear and consistent. As the overall chairman, I will encourage all members to provide feedback where necessary and focus on the issue at hand by being impersonal. To monitor goals, timeframes, and milestones, the software is known as Playmatches will be used. We will break down the entire project into smaller tasks. The organizing committee will monitor daily and monthly progress achieved in planning for the event and move the set goals accordingly where necessary.

Project Milestone and Activities

Milestone	Significance/Activities
Making a budget	Identify sponsorship and donations or other sources of cash to cover the costs of the event.
Creating a theme	The committee has to create a theme that will be used to market and advertise the event.
Venue selection	Selecting a venue that fits into our theme Ensuring the selected site will accommodate the expected turnout. Selecting a venue that is commonly used to host high-profile charity events could facilitate easy advertising and marketing of this particular event (Rantakivi & Hiltunen, 2015).
Advertising in the media	Select the most cost-effective media to advertise the event. Use relevant photos and videos to illustrate our cause. Create updates and statistical facts about climate change and environmental pollution (Rantakivi & Hiltunen, 2015)

Budget

Expense	Description	Allocated Budget
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Venue	Hiring of the venue	\$100
Public address system	Hiring of public address system	\$60
Guest speakers and entertainers	Fee for speaking and entertainment	\$150
Advertising	Social media and billboards	\$100
Design	Banners and program	\$50
Permits	Permits for the event	\$50
Security	Paying private security guards	\$100
Miscellaneous		\$100
Total		\$610

The organizing committee consists of 14 members. All of them are my close friends who have been participating in ports at the local, state, and even national levels. Each member will contribute towards funding the project and will perform the tasks allocated to them.

Member of the Committee	Task	Description	Resource allocated
Organizing committee	Budgeting	Preparing a budget	
John Smith	Venue acquisition	Hiring of the venue	\$100
Khaled Mohammed	Public address system	Hiring of public address system	\$60
Emily Boone	Scheduling	scheduling of events	
Michael Jayden	Guest speakers and entertainers	Fee for speaking and entertainment	\$150
Ethan Coe	Advertising	Social media and billboards	\$100
Hussein Mohammed	Design	Banners and program	\$50
Cate Tenenbaum	Permit acquisition	Organize for the necessary permits from local authorities to hold the event	\$50

Christopher Karttunen	Security	Hire services of a security company to boost the safety of participants	\$100
Francis Lockhart	Miscellaneous		\$100
	Total		\$710

To monitor our progress, we will create a project outline and set deadlines for achieving key milestones such as booking the venue. Where we perceive a given task to be complex, we will divide it into smaller tasks to enable the concerned teams to handle them easily. The details and records about the project are maintained by committee members. These members have the responsibility to update them to reflect the progress. However, this can create inconveniences, especially where a person fails to update the organizing committee on recent developments. To improve the system, the best option would be to have a centralized system for storing records that is accessible to all members of the committee.

One week before the event, the organizing committee will meet to review the project deliverable and to confirm that everything has been planned for. After reviewing all documentation and contracts, they will archive them for future reference. Different forms of laws apply to sports and recreation focus on ensuring the safety and health of participants and spectators. Our projects may be affected by legislation such as the Adventure Activities Licensing Regulations of 1996, Report of Injuries, Diseases and Dangerous Occurrences Regulation of 1995, and Safety at Sports Grounds of 1975. We will review these regulations to ensure that we conduct our activities as stipulated in the law.

References

Rantakivi, A., & Hiltunen, N. (2015). Planning, Producing and Managing a Charity Sports

Event–Jumppaa Hyvän Asian Puolesta in Porvoo, Finland.

Schmidt, C. W. (2006). Putting the earth in play: environmental awareness and sports.